



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: May 18, 2012

Financial Status Report:


Attached for your information as Exhibit A is the Financial Status Report for the seven-month time period ended April 30, 2012, including the Investment Account Balances as of April 30th as well.

City Manager's Notes:

- City Manager participated in celebrating Older Americans Month by helping to deliver Meals on Wheels from the Council on Aging's dining site on Lakeshore Blvd. this past Wednesday.
- The City no longer rents storage units for special event materials, hurricane preparedness supplies, and unused furniture and other miscellaneous equipment. As of early this month, the three (3) remaining storage unit contracts have been canceled and all of the items have been transferred to City-owned property for storage.
- ReThink – Transportation Options Promotional Plan – City staff is working with FDOT personnel on a promotional plan to promote alternative means of getting to and from work; a full campaign outline will be presented to the Commission in July.

Ongoing/Upcoming Events:

- **Regular Commission Meeting** – Monday, May 21st, 6:30 p.m., Commission Chambers
- **Volusia League of Cities Annual Awards Banquet** – Thursday, May 24th, 6:00 p.m., New Smyrna Beach Yacht Club
- **Memorial Day Holiday** – Monday, May 28th – City administrative offices closed
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.


Faith G. Miller, MMC, MPA
City Manager

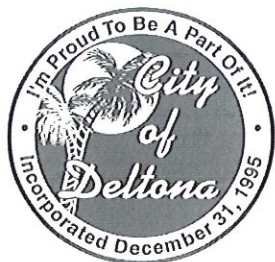


Exhibit A

CITY OF DELTONA

Date: May 17, 2012
To: Faith Miller, City Manager
From: Robert Clinger, Finance Director
Subject: Latest General Fund Forecast for FY 2011-2012.

General Fund Financial Forecast For The Year Ended September 30, 2012:

General Fund Revenues

This forecast is based on seven months of data, October 2011 through April 2012. General Fund revenues are trending to finish the year at \$30,278,000, or \$341,700 under budget and \$1,159,084 below FY 2010/2011 actual. This represents a 1.1% budgetary shortfall, well within the forecast margin of error, but an improvement from last month. A report showing line item detail is attached.

General Fund Expenditures

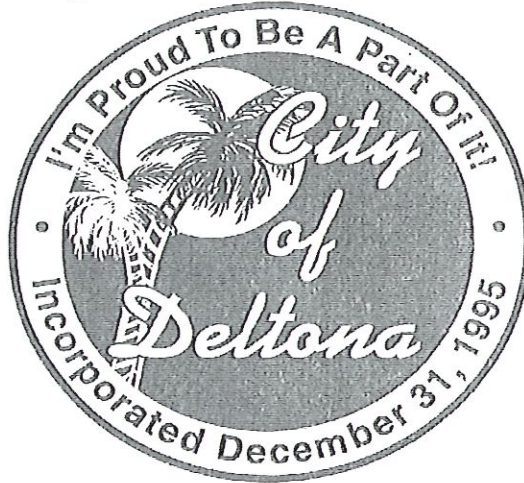
General Fund spending is trending to finish the year about 2.7% or \$390,610 under budget on personal service cost. It continues to appear that an under budget variance in the 2% to 3% range is normal considering that at any point in time the City has consistently had vacant positions sufficient to generate that amount of variance. Operating expenditures other than personal service cost are trending to finish the year about 2.6% or \$406,408 under budget so total General Fund operational spending is trending about \$797,018 under budget for the year or 2.6%.

I think it is important to understand that variances of 3% or less in total expenditures is to be expected because of the inherent uncertainty involved in preparing a budget which like a forecast is an estimate or plan dependent upon future events.

It continues to appear that reduced spending will more than offset revenue shortfalls and Fund Balance which was originally budgeted to remain unchanged for FY 2011/2012 may in fact increase by as much as \$340,000.

The City is on track to finish another year without using General Fund reserves to fund recurring services. However one caution should be kept in mind. This is a forecast and not a guarantee of actual results. Those results could in fact be different when the year is over but as of now things continue to appear favorable.

***City Commission
City of Deltona, Florida***



***Financial Reports
April 30, 2012***

(Unaudited - Not GAAP Compliant)

City of Deltona Florida
Statement of Revenues and Expenditures
All Governmental Funds
Seven Months Ended April 30, 2012

	All Governmental Funds	Annual Budget	%
Revenues			
Property Taxes	\$ 11,204,658	\$ 11,717,100	95.6%
Franchise Fees	1,933,318	3,669,600	52.7%
Public Service Tax	3,993,264	7,133,000	56.0%
State Revenue Sharing	1,184,959	2,270,000	52.2%
Intergovernmental	4,319,076	12,841,449	33.6%
Charges for Services	7,637,160	8,788,300	86.9%
Fines and Forfeitures	97,795	301,000	32.5%
Impact Fees	97,069	132,850	73.1%
Interest Income	112,710	125,700	89.7%
Miscellaneous	248,206	414,000	60.0%
Total Revenues	<u>30,828,215</u>	<u>47,392,999</u>	<u>65.0%</u>
Expenditures			
Current:			
City Commission	220,824	364,100	60.6%
Social Services	-	-	0.0%
City Manager	394,953	777,100	50.8%
City Clerk	247,811	455,900	54.4%
City Attorney	366,551	572,000	64.1%
Finance	573,920	997,800	57.5%
Network Services	89,252	-	0.0%
Planning Services	400,632	790,400	50.7%
Construction Services	394,252	797,700	49.4%
Human Resources	234,895	474,800	49.5%
Enforcement Services	638,863	1,199,200	53.3%
Public safety:			
Law Enforcement	6,798,771	9,122,000	74.5%
Fire & Rescue	4,447,777	8,455,198	52.6%
Total Law Enforcement	<u>11,246,548</u>	<u>17,577,198</u>	<u>64.0%</u>
Public Works	948,536	1,941,800	48.8%
Parks & Recreation	1,084,002	2,054,500	52.8%
General Government	973,681	1,353,050	72.0%
Transportation	143,338	524,900	27.3%
Economic Environment	606,982	5,317,580	11.4%
Solid Waste	2,123,423	4,198,700	50.6%
Stormwater	1,048,256	2,109,500	49.7%
Capital Outlay	5,561,154	13,016,795	42.7%
Total Expenditures	<u>27,297,873</u>	<u>54,523,023</u>	<u>50.1%</u>
Excess (Deficiency) of Revenues Over			
Expenditures - Before Other Financing Sources (Uses)	<u>3,530,342</u>	<u>(7,130,024)</u>	
Other Financing Sources (Uses)			
Transfers from Other Funds	425,293	487,300	
Debt Proceeds	-	-	
Debt Service	(1,374,506)	(1,980,995)	
Transfers to Other Funds	(425,293)	(487,300)	
Total Other Financing (Uses) Sources	<u>(1,374,506)</u>	<u>(1,980,995)</u>	
Excess (Deficiency) of Revenues			
Over Expenditures	<u>\$ 2,155,836</u>	<u>\$ (9,111,019)</u>	

For Internal Management Use Only.
Unaudited - Not GAAP Compliant.

Deltona Water
Statement of Revenues and Expenses
Seven Months Ended April 30, 2012

	Business-Type Activities Water and Sewer Utility Fund	Annual Budget	%
Operating Revenues			
Charges for Services - Water	\$ 6,034,386	\$ 10,436,900	57.8%
Charges for Services - Waste Water	4,033,959	6,082,650	66.3%
Connection Fees	145,510	262,000	55.5%
Other Miscellaneous Revenues	518,645	757,450	68.5%
Total Operating Revenues	<u>10,732,500</u>	<u>17,539,000</u>	<u>61.2%</u>
Operating Expenses			
Personal Services	2,043,315	3,884,100	52.6%
Operating Expenses	2,062,943	4,487,400	46.0%
Professional Services	26,583	59,500	44.7%
Depreciation	1,665,379	3,361,600	49.5%
Insurance	73,301	176,000	41.6%
Bad Debts	-	-	0.0%
Total Operating Expenses	<u>(5,871,521)</u>	<u>(11,968,600)</u>	<u>49.1%</u>
Operating Income	<u>4,860,979</u>	<u>5,570,400</u>	<u>87.3%</u>
Nonoperating Revenues (Expenses)			
Interest Earnings	82,223	56,500	145.5%
Impact Fees - Water	13,526	15,000	90.2%
Impact Fees - Waste Water	12,566	15,000	83.8%
Debt Proceeds	-	673,000	
Federal Grant	-	-	0.0%
State Grant	-	-	0.0%
Interest Expense and Issue Cost Amortization (Paid April 1 & Oct 1)	(2,171,467)	(3,732,313)	58.2%
Net Nonoperating Revenues (Expenses)	<u>(2,063,152)</u>	<u>(2,972,813)</u>	<u>69.4%</u>
Excess (Deficiency) of Revenues over Expenses Before Operating Transfers	<u>2,797,827</u>	<u>2,597,587</u>	<u>107.7%</u>
Operating Transfers			
From Other Funds	-	-	
To Other Funds	-	-	
Total Operating Transfers	<u>-</u>	<u>-</u>	
Excess (Deficiency) of Revenues over Expenses	<u>\$ 2,797,827</u>	<u>\$ 2,597,587</u>	

Note 1: Depreciation is not formally budgeted but is presented here to aid the analysis of operating results.

Note 2: Capital Outlay \$ (3,827,482) \$ (11,338,000)

Note 3: Debt Service - Principal (Due Oct 1) \$ - \$ (1,700,000)

City of Deltona
Investment Account Balances
April 30, 2012

Account Name		Bank	Cost
Pooled Cash		Wells Fargo	\$ 7,494,932.73
Investment-Money Market Mutual Funds		Wells Fargo Securities	1,500,000.00
Certificate of Deposit		TD Bank	1,000,000.00
Certificate of Deposits		BB&T	5,700,000.00
Investment		SBA-LGIP	24,317.76
Investment		SBA-Fund B	3,972.25
Investment-Advantage Fund		Wells Fargo	1,163,343.57
Investments-Federal Agency Coupon Securities		Wells Fargo	15,826,138.60
Investment		Florida Safe Investment Pool	4,924,570.21
Investment-Stormwater		Florida Safe Investment Pool	5,552,610.40
Investment-Transportation		Florida Safe Investment Pool	6,846,473.29
Certificate of Deposits		Assets Reported by Davidson Fixed Income Mgmt.	50,036,358.81
Accrued Interest		Florida Safe Investment Pool-Fixed Income	3,000,000.00
Accrued Interest		BB&T	46,504.11
		Wells Fargo	93,540.10
		Total Investments	\$ 53,176,403.02

Investment Balances By Fund	General Fund Undesignated/ Available	Designated and/or Restricted						Total Balance
		Roads and Streets***	Physical Environment	Grants	Restricted**	Utility Undesignated/ Available	Capital Projects	
General Fund	\$ 5,225,840.97	\$ -	\$ -	\$ -	\$ -	\$ 7,560,872.07	\$ -	\$ 16,255,840.97
Deltona Water	-	-	-	-	8,300,697.66	-	-	15,861,569.73
Equipment Replacement Fund	-	-	-	-	-	-	2,525,395.36	2,525,395.36
Transportation Fund	-	6,986,282.85	-	-	-	-	-	6,986,282.85
Storm Water Fund	-	-	5,407,151.38	-	-	-	-	5,407,151.38
Municipal Complex Fund	-	-	-	-	-	-	1,943,638.13	1,943,638.13
Solid Waste Fund	-	-	2,385,374.73	-	-	-	-	2,385,374.73
SHIP	-	-	-	135,002.73	-	-	-	135,002.73
Tree Replacement Fund	-	-	512,195.35	-	-	-	-	512,195.35
Environmental Improvement	-	-	39,614.91	-	-	-	-	39,614.91
Park Projects Fund	-	-	-	-	-	-	233,122.11	233,122.11
Streetslighting District Fund	-	53,281.42	-	-	-	-	-	53,281.42
Park Impact Fees Fund	-	-	-	-	-	-	34,308.80	34,308.80
Fire Impact Fees Fund	-	-	-	-	-	-	5,582.47	5,582.47
Law Enforcement Impact Fees	-	-	-	-	-	-	10,802.76	10,802.76
CDBG	-	-	-	(25,621.37)	-	-	-	(25,621.37)
NSP	-	-	-	824,889.27	-	-	-	824,889.27
Miscellaneous Grants	-	-	-	(12,028.58)	-	-	-	(12,028.58)
Total Investments	\$ 5,225,840.97	\$ 7,039,564.27	\$ 8,344,336.37	\$ 922,242.05	\$ 8,300,697.66	\$ 7,560,872.07	\$ 4,752,849.63	\$ 53,176,403.02

* \$6 Million plus 60 Days of operating expenditures

** Debt Service Reserve, Bond Sinking Fund, Renewal & Replacement

*** \$1,486,000 restricted for Debt Service Reserve

City of Deltona

Reports for the period: 04/01/2012 – 04/30/2012

City of Deltona
2345 S. Providence Blvd
Deltona, FL 32725

We urge you to compare the information contained in this periodic statement with the account statement(s) that you receive directly from the custodian that holds your account(s). Please notify us immediately if you identify any discrepancies or have any questions.



Davidson
Fixed Income Management
REGISTERED INVESTMENT ADVISER

City of Deltona

Account Review – April 2012



Davidson
Fixed Income Management
REGISTERED INVESTMENT ADVISER

- City of Deltona: Robert Clinger, Finance Manager
- Davidson Fixed Income Management: Julie Hughes, Account Manager; Glenn Scott, Account Manager
- Investment Objectives:
 - Safety of Principal: The primary objective is to protect against any loss of principal.
 - Liquidity: Investments will be managed to ensure that funds are available to meet obligations as necessary.
 - Yield: Investments will be managed to optimize returns within the appropriate safety and liquidity constraints.

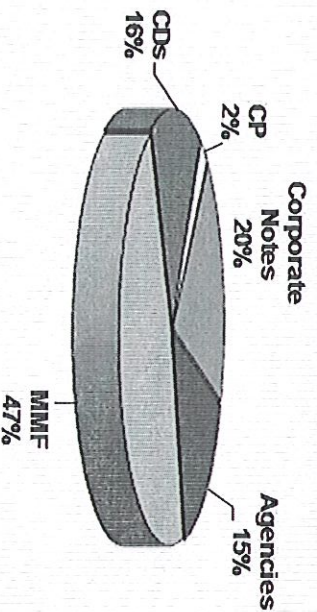
Performance Information (02/01/2012 – 04/30/2012)

City of Deltona² SBA

BV Return (Yield)¹ 0.49% 0.33%

1. BV Rate of Return (Income) = Earned Interest +/- Realized Gain/Loss +/- Amortization.
 2. Reflects Rate of Return with a deduction of a 9 basis point management & custodial fee.
- Past performance of the City of Deltona portfolio does not guarantee future results.

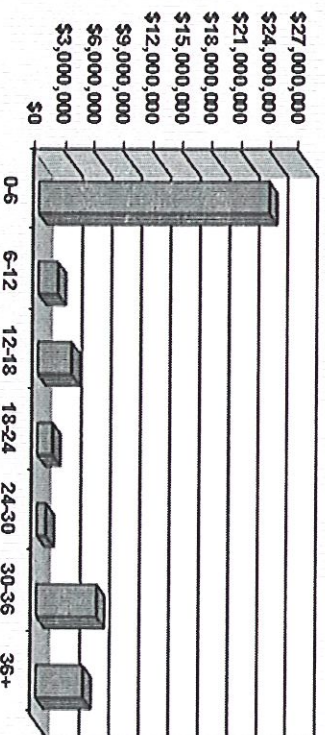
Portfolio Diversification



Portfolio Characteristics 04/30/2012

Par Value:	\$	22,200,000
Market Value of Securities & CDs:	\$	22,484,867
Cost Value of Securities & CDs:	\$	22,526,139
MMF Balances:	\$	20,015,287
Wachovia Operating Balance:	\$	7,494,933
Total Account Balances:	\$	50,036,359
Weighted Avg YTM:		0.64%
Weighted Avg Maturity/Call:		1.0 Years

Maturity Distribution





Davidson
Fixed Income Management

REGISTERED INVESTMENT ADVISER

City of Deltona
Portfolio Management
Portfolio Summary
April 30, 2012

Davidson Fixed Income Mgmt

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Certificates of Deposit - Bank	6,700,000.00	6,700,000.00	6,700,000.00	15.78	1,499	1,194	1.641	1.664
Managed Pool Accounts	20,015,287.48	20,015,287.48	20,015,287.48	47.13	1	1	0.100	0.102
Commercial Paper Disc.-Amortizing	1,000,000.00	998,145.00	998,145.00	2.35	188	126	0.536	0.543
Federal Agency Coupon Securities	6,500,000.00	6,512,532.00	6,502,196.29	15.31	700	310	0.490	0.497
Corporate Coupon Securities	8,000,000.00	8,274,189.80	8,248,346.27	19.42	853	644	1.206	1.223
Investments	42,215,287.48	42,500,154.28	42,463,975.04	100.00%	514	364	0.628	0.637
Total Earnings	April 30 Month Ending							
Current Year	22,061.56							

Robert Clinger, Finance Manager

Reporting period 04/01/2012-04/30/2012
Data Updated: FUNDSNAP: 05/15/2012 09:08
Run Date: 05/15/2012 - 09:08

No fiscal year history available

Portfolio DELT
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PM (PRF_PMT) SymRept 6.42
Report Ver. 5.00

City of Deltona
Portfolio Management
Investment Status Report - Investments
April 30, 2012

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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	YTM/C 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Certificates of Deposit - Bank												
SYSDEL0325	DEL0325	BB&T	2,000,000.00	0.820	10/31/2014	11/01/2011	0.809	0.820	10/31 - 365 Days		2,000,000.00	2,000,000.00
SYSDEL0335	DEL0335	TDOBANK	1,000,000.00	0.840	11/15/2014	11/15/2011	0.828	0.840	11/14 - 365 Days		1,000,000.00	1,000,000.00
SYSDEL0265	DEL0265	BB&T	2,700,000.00	2.500	03/02/2016	03/02/2011	2.500	2.535	03/01 - 365 Days		2,700,000.00	2,700,000.00
SYSDEL0285	DEL0285	BB&T	1,000,000.00	1.800	05/05/2016	05/05/2011	1.800	1.825	05/04 - 365 Days		1,000,000.00	1,000,000.00
Certificates of Deposit - Bank Totals			6,700,000.00				1.641	1.664		0.00	6,700,000.00	6,700,000.00
Managed Pool Accounts												
SYSDEL0007	DEL0007	AIMGAP	0.00	0.020			0.020	0.020	01/01 - Monthly		0.00	0.00
SYSDEL0006	DEL0006	AIMLAP	0.00	0.060			0.059	0.060	01/01 - Monthly		0.00	0.00
SYSDEL0330	DEL0330	FIDPR	1,500,000.00	0.190		12/14/2011	0.187	0.190	01/01 - Monthly		1,500,000.00	1,500,000.00
SYSDEL0009	DEL0009	FLSAF2	6,846,473.29	0.100			0.099	0.100	02/01 - Monthly		6,846,473.29	6,846,473.29
SYSDEL0011	DEL0011	FLSAF3	5,552,610.40	0.100			0.099	0.100	02/01 - Monthly		5,552,610.40	5,552,610.40
SYSDEL0008	DEL0008	FLSAFE	4,924,570.21	0.100			0.099	0.100	01/01 - Monthly		4,924,570.21	4,924,570.21
SYSDEL0012	DEL0012	FLSBA	24,317.76	0.330			0.325	0.330	04/01 - Monthly		24,317.76	24,317.76
SYSDEL0013	DEL0013	FLSBAB	3,972.25	0.001			0.001	0.001	04/01 - Monthly		3,972.25	3,972.25
SYSDEL0004	DEL0004	WFAV	1,163,343.57	0.010			0.010	0.010	01/01 - Monthly		1,163,343.57	1,163,343.57
Managed Pool Accounts Totals			20,015,287.48				0.100	0.102		0.00	20,015,287.48	20,015,287.48
Commercial Paper Disc. -Amortizing												
90526N40	DEL0340	UNBANA	1,000,000.00	0.530	09/04/2012	02/29/2012	0.536	0.543	09/04 - At Maturity		997,232.22	998,145.00
Commercial Paper Disc. -Amortizing Totals			1,000,000.00				0.536	0.543		0.00	997,232.22	998,145.00
Federal Agency Coupon Securities												
31331KCS7	DEL0260	FFCB	1,250,000.00	0.600	08/22/2012	03/01/2011	0.500	0.507	08/22 - 02/22	Received	1,251,700.00	1,250,355.37
31398A3N0	DEL0255	FNMA	1,250,000.00	0.625	09/24/2012	03/01/2011	0.503	0.510	03/24 - 09/24	Received	1,252,235.75	1,250,567.87
313374Y61	DEL0290	FHLB	2,000,000.00	0.500	08/28/2013	08/01/2011	0.512	0.519	08/28 - 02/28	Received	1,999,200.00	1,999,489.16
313378Z20	DEL0355	FHLBC1	1,000,000.00	0.500	04/30/2014	04/30/2012	0.414	0.420	10/30 - 04/30		1,000,800.00	1,000,797.78
313378Z53	DEL0360	FHLBC1	1,000,000.00	0.600	10/24/2014	04/26/2012	0.493	0.500	10/26 - 04/26		1,001,000.00	1,000,986.11
Federal Agency Coupon Securities Totals			6,500,000.00				0.490	0.497		0.00	6,504,935.75	6,502,196.29
Corporate Coupon Securities												
36962G4H4	DEL0295	GEC	1,000,000.00	2.800	01/08/2013	08/12/2011	1.084	1.099	01/08 - 07/08	Received	1,023,650.00	1,011,544.57
369604AY9	DEL0305	GE	1,000,000.00	5.000	02/01/2013	09/02/2011	0.978	0.992	02/01 - 09/01	Received	1,056,130.00	1,029,774.26
8724EAG7	DEL0350	TLAAGL	400,000.00	4.950	07/15/2013	03/06/2012	0.494	0.501	07/15 - 01/15	2,805.00	424,060.00	424,158.87
46623EJD2	DEL0300	JPMC	1,000,000.00	1.650	09/30/2013	08/12/2011	1.410	1.430	09/30 - 03/30	Received	1,004,600.00	1,003,048.70
64952VMAX1	DEL0315	NYL	1,000,000.00	1.850	12/13/2013	09/22/2011	0.967	0.980	12/13 - 06/13	Received	1,019,096.13	1,013,875.09

Data Updated: FUNDSNAP: 05/15/2012 09:08
Run Date: 05/15/2012 - 09:08

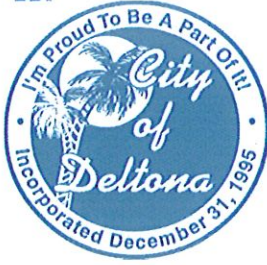
City of Deltona
Portfolio Management
Investment Status Report - Investments
April 30, 2012

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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	YTM/C 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Corporate Coupon Securities												
64952WAX1	DEL0345	NVL	600,000.00	1.850	12/13/2013	03/14/2012	0.543	0.550	06/13 - 12/13	2,805.83	613,542.00	615,335.95
36962G4G6	DEL0310	GEC	2,000,000.00	3.750	11/14/2014	09/13/2011	1.744	1.768	11/14 - 05/14	Received	2,121,622.50	2,097,319.32
64952WAW3	DEL0320	NVL	1,000,000.00	3.000	05/04/2015	11/09/2011	1.184	1.200	05/04 - 11/04	416.67	1,061,270.00	1,053,289.51
Corporate Coupon Securities Totals			8,000,000.00				1.206	1.223		6,027.50	8,323,970.63	8,248,346.27
Investment Totals			42,215,287.48				0.628	0.637		6,027.50	42,541,426.08	42,463,975.04

Data Updated: FUNDSNAP: 05/15/2012 09:08
Run Date: 05/15/2012 - 09:08

Portfolio DELT
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PM (PRF_PMS) SymRep 6.42



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: May 18, 2012

CITY MANAGER'S OFFICE thru 05/18/2012

Communication:

- Designed EMS Week posters for Fire Department's Public Education Office.
- Updated the City's Home Page as well as Facebook, Twitter and the News-Journal's Traffic column to communicate road closings related to the City's stormwater projects and the Fort Smith Boulevard improvement project.
- Shot video at the Food Truck Bazaar, Concert in the Amphitheater and Relay for Life.
- Working on marketing materials for a planned Community Health Fair.
- Posted information about the adult soccer signups and Deltona Panthers signups to Facebook, Twitter and the Entryway signs.
- Working on posters, etc., for the next Concert in the Amphitheater.
- Posted reminders on the Social Networking sites about the next EnergyWise Seminar.
- Updated DeltonaTV Schedule for the Week of May 20th.
- Update programming for DeltonaTV—UCF (Global Perspectives, MetroCenter Outlook), White House Chronicle, VA Weekly News, American Veteran, Waterways programming (2x).
- Created DTV poster highlighting veterans programming for the Veterans Museum.
- Finished production on Earth/Arbor Day 2012 Review PSA.
- Finished production on Caribbean Crew in Concert program for DeltonaTV.
- Preproduction for Relay for Life 2012 Review PSA.
- Assisted the Economic Development Office with the ribbon cutting for Joyful Hearts Academy.

Media Relations:

- Responded to questions from Al Everson/West Volusia Beacon regarding solid waste fees and contract.
- Provided the number of water customers with interrupted service, to Al Everson/West Volusia Beacon.
- Provided information regarding bee hives located in the Activity Center to Jen Horton/West Volusia Beacon, Claire Metz/WESH-TV Ch. 2 and Blaine Tolison/WFTV-TV Ch. 9.
- Provided information regarding group homes in Deltona to Blaine Tolison/WFTV-TV Ch. 9.

Press Release/s:

- Hurricane Preparedness Seminar Press Release

Business Development:

- Met with Charles Davis and Pam Czopp, Greater Sanford Regional Chamber of Commerce, to discuss their plans to expand into SW Volusia County.
- Attended the Joyful Hearts Academy (child care providers) ribbon cutting. The business opened with a staff of seven employees with plans to expand to ten.
- Met with John Wanamaker, Coldwell Banker AI-Commercial, to discuss economic development in Deltona.

- Worked on demographics for solicitation of a medical facility; met with Planning & Development staff to discuss potential locations.
- As City Government Representative, attended the Deltona Middle School's SAC (School Advisory Council) meeting.
- Attended the 'Medical and Social Services Practitioner Council' meeting. This meeting discussed the best way to provide Deltona and SW Volusia with all available benefits and the possibility of trying to co-locate these practitioners to closer quarters so that their services can be more easily obtained.
- Attended the Florida Redevelopment Association meeting in Kissimmee to learn more about local efforts on CRAs and redevelopment.

BUILDING & ENFORCEMENT SERVICES thru 05/11/2012

Building Permits issued for the week	62
Permits Issued:	
A/C Change Out	7
Building Commercial	1
Concrete Flat Work.....	2
Deck	1
Door Replacement	2
Electrical	3
Exterior Renovation.....	1
Fence.....	12
Garage Door Replacement.....	1
Mechanical.....	1
Photovoltaic	1
Plumbing.....	2
Pool Above Ground	1
Pool In Ground.....	1
Reroof	7
Right of Way.....	5
Screen Enclosure.....	1
Shed	3
Water Heater Replacement	4
Window Replacement	6
Valuation of work permitted for the week.....	\$458,635
Inspections completed for the week	161
Total Permits issued for Fiscal Year 11/12	1,805
Valuation of work permitted for the year 11/12	\$13,901,206

Enforcement Services Division:

Requests for services this week	304
Animals impounded at the humane societies	47
Citation warnings issued	33
Courtesy notices	155
Abatement notices	20
Citations issued	5
Code Enforcement telephone calls	199
Animal Control calls	143
Solid Waste calls	80
Citizen walk in requests for Code Enforcement assistance	8

Citizen walk in requests for Animal Control assistance	7	
Citizen walk in requests for Solid Waste assistance	4	
Properties requiring grass to be cut by contractors	6	(at a cost of \$210.00)
Certified mailings sent out	30	(at a cost of \$172.50)
Money collected for Animal tags, liens and return to owners	\$2,215	
Foreclosures for this week: Deltona	13	
County	59	
Total	72	

CITY CLERK'S OFFICE thru 05/11/12

2nd Floor HR/CC Walk-In Customers	68	
2nd Floor calls Answered	23	
Packages Picked Up	2	
Packages Received	57	
A/P Invoices Opened	119	
Newspapers	18	(11 hours)
Public Records Requests Received	4	
Public Record Request Amount Received	\$15.63	
Documents imaged, pages	715	(Angela vacation)
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT thru 05/16/2012

- Working on Parks & Recreation Department physical inventory.
- Prepared bid to remove and replace the tennis court and basketball courts at Wes Crile.
- Preparing for training of cardholders and liaisons on updated Procurement Card Policies and Procedures.
- Prepared RFP for Bond Counsel and Disclosure Counsel Services.
- Working on compiling City-wide capital budgets.
- Attended webinar for pension updates.

FIRE/RESCUE DEPARTMENT thru 05/16/2012

Fire Chief Staples:

- Attended the Central Florida Fire Chiefs' Association Meeting.
- Met with Chief Dan Scales (Ponce Inlet), who is the VCFCA liaison with the Florida Region 5 Coordinating Group on County resource management for mobilization in large scale events such as wild fires, aircraft disasters, and special events such as the recent Trayvon Martin protests in Sanford. Also discussed with Chief Scales the status of Contingency Transport and the VCFCA's position and offer to assist Volusia County when EVAC cannot perform in a timely fashion.
- Met with Chaplain Jim Lathan and had discussion on recruiting another chaplain to fill Chaplain Williams' slot. This would allow for 24/7/365 coverage without reliance on one single person.
- Met with Chiefs McDaniels and Johnson on the proposed Interlocal Agreement for Fire Services between DeBary/Orange City, Deltona and DeLand, and levels of response/assistance and combined training between those entities.

Deputy Chief Rogers:

- The annual Statewide Hurricane Drill will take place next week on May 23rd and 24th. The EOC will be set up and staff will work through issues related to a hurricane strike from the West coast. The event will last each day from 1-4 PM.
- Planning continues for the City Hurricane Expo on June 5th and we are also preparing for talks with Our Lady of the Lakes Catholic Church on June 7th, and the Hispanic American Youth Group on June 11th in preparation for the upcoming hurricane season, which starts June 1st.
- Alarm summary - 5/9/2012 thru 5/15/2012:

Structure fire	2
Vehicle Fire	1
Wild land, grass	2
Misc. Fire	4
ALS Medicals	62
BLS & Misc. Medicals	59
Hazardous Condition	9
Service Calls	8
Good Intent	10
False Alarms	6
TOTAL	163

Deputy Chief Rafferty:

- Met with Chief Scales on response/contingency transport.
- Instructed final session of PEPP (pediatric) refresher class to Dept. personnel.
- Met with Dr. Springer regarding an alarm incident.

David Faer, Public Education:

- Fire & Life Safety talk and Fire Station tour for ten Daisy Troop members at Fire Station 65.
- Station 62's 9-1-1 ring-down phone was put in-service with phone instruction signs at ring-down phone location. This phone allows citizens to contact 9-1-1 directly by just picking up the phone. Placards give specific instructions on phone use and physical address if needed. There is now an auto-dial 9-1-1 ring-down phone and instructional placard at each Fire Station location.

HUMAN RESOURCES DEPARTMENT thru 05/16/2012

- Performance Evaluations processed: 6
- Performance Evaluations processed: 6
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (1167)
- Applications received:
 - (03) Water Operator
 - (03) Waste Water Operator
 - (33) Utility Customer Service Rep.
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Scheduled interviews and prepared questionnaires for Lead Utility Ser. Rep.
- Planning Nationwide employee meetings for June.

- Reviewing Mercer Employer-Sponsored Health Plan survey results.
- Processed (1) ICMA-RC loan application.
- Participated in 5 interviews for Lead Utility Customer Service Rep at Water Department.
- Coordinating Lunch & Learn with United HealthCare for using myuhc.com.
- Coordinating with Mercer Group regarding status of the class plan review project.
- Participated in first meeting of the City's 50th Anniversary Committee.
- Coordinating next Leadership Academy classes.

PARKS AND RECREATION DEPARTMENT thru 05/12/2012

Administration:

- Farmers Market: 4 vendors, 122 cars.
- Met with West Volusia Fire Services to evaluate the fire suppression system at the Community Center.
- Met with Diamond Turf and Ornamental to talk about turf programs.
- Met with Massey Services, Inc. to spray City facilities.
- Met with Zee Medical to re-stock our City facilities and vehicles with first aid supplies.
- Processed 11 permits for pavilion rentals.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 7 permits issued | Weekly attendance – 924 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 286 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 2,611 |
| • Skate Park | 7 new passes | Weekly attendance – 834 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series: Saturday, June 9th at 7:00 p.m. features Platinum Band (Jazz).
- Dewey Boster:
 - Memorial Day Soccer Tournament on May 26th and 27th.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
- Wes Crile Park:
 - Youth Flag Football (summer season) returns at the end of May.

City Leagues Currently Underway:

- Men's senior league continues.
- Men's league continues.

Partner Leagues Currently Underway:

- FBVA spring season continues.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer spring season has ended.
- Deltona Adult Soccer (6v6) begins on May 29th.

Parks Maintenance:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.

- Mowed, edged and weed-whacked Dupont Lakes and Harris Saxon.
- Dupont Lakes – pressure washed concession stand, restroom, dugouts, etc.; primed and painted; replaced broken sections of perimeter fence.
- Dwight Hawkins – Repaired water fountain.
- Harris Saxon – Removed dead oak and pine trees near basketball court; sprayed for weeds.
- Manny Rodriguez Park – Repaired two section of perimeter fence.
- Skate Park – Removed dead pine tree.
- Thornby Park – Filled holes around pavilion; removed orange fencing around pavilion.
- Timber Ridge Park – Pressure washed restroom and playground.
- Veterans Memorial – Poured concrete around pole supporting anchor; cleaned flower bed, trimmed bushes and mulched in preparation for Memorial Day event; checked irrigations heads; cleaned filter at the well.
- Wes Crile Park – Repaired fire extinguisher box in the gym.
- Miscellaneous:
 - Took tables and tents to Dewey Boster for Relay for Life.
 - Picked up supplies at Ace Hardware.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times.

- Set up Chambers for Team Volusia Meeting.
- Met with Air Mechanical.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Fertilized Campbell Park and Dupont with TB3.
- Sports Complex:
 - Fertilized with 15-0-15.
 - Sprayed Fungicide at Pony League for Dollar Spot.

- Moved irrigation for better coverage at Sports Complex.
- Sprayed herbicide on overflow parking to control grassy weeds.
- Pressure washed concrete around stage and concession stand.
- Spot sprayed Trimec Southern for broadleaf weeds.
- Painted track for Relay for Life; moved bleachers.

PLANNING & DEVELOPMENT SERVICES thru 05/16/2012

Executive Summary:

The Planning and Development Services Department is rewriting portions of the Sign Ordinance in response to comments from the City Commission at the Commission Workshop this past Monday. The issues brought up by the Commission concern garage sale signs, the type and treatment of non-conforming signs, and the display type for copy areas. The Commission discussed the percentage of the overall copy face for changeable copy areas and staff has conducted research on the matter, with the following recommendation:

1. That roadway classifications are included in the type of copy face (static vs. changeable);
2. That driver safety be considered in establishing the percentage of changeable copy face; and
3. That the industry standards be considered in establishing the percentage of changeable copy face.

Based on the above and research, staff will be recommending no greater than 50% of the changeable copy face be considered per sign.

Planning:

The Planning Section is working on the Concurrency Management System (CMS) language in the Land Development Code. The language is out of date and not current with existing legislation. This also requires an amendment to the City's Comprehensive Plan to ensure that the Land Development Code is consistent and compatible with the Comprehensive Plan. Staff is also processing new development review applications and received a Comprehensive Plan Amendment and rezoning application for the Pine Ridge Methodist Church, located along Howland Boulevard near Pine Ridge High School.

Housing & Community Development:

The Community Development Section is attempting to close out the annual SHIP program by completing three (3) projects. This will complete the final spending for owner-occupied home repair. Staff will be using CDBG funds for similar repairs going forward. Finally, the NSP program is moving forward at a steady pace. While home acquisition needs to increase, home rehabilitation, construction, and sales are proceeding. There are eight (8) homes now with contract offers, one being a Habitat home. This represents a completion rate of 92%, leaving four (4) homes without contract offers. Thus, staff is over one year ahead of schedule. We also sold our first NSP 3 home, which was a quick turnaround. With the City Attorney assisting in acquisition, there will be more homes closed within the next two months to begin home rehabilitation.

PUBLIC WORKS thru 05/11/2012

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 5 sign repair work tickets in the City.
 - Fabricated and installed 5 new street name signs.

- Fabricated and installed (1) “No Dumping” sign at 2990 Ludlow St.
- Fabricated and installed (1) 18”x 24” “Donated by the US Coast Guard” sign for Parks & Rec.
- Fabricated for Deltona Water (1) 12”x 9” “Contact Tank 100,750 gallon” sign; (1) 12”x 9” “Rear Tank 100,750 gallon” sign; (1) 12”x 9” “Generator Log Book & Lock Out Tag Out Log Book” sign.
- Fabricated & installed (3) 30”x 30” “Stop Light Ahead” sign (W3-3a) and (1) 30”x 30” “Symbol” stop light ahead sign (W3-3) at Ft Smith Blvd and Normandy Blvd E.
- **Asphalt:**
 - Completed 11 asphalt repair work tickets – 4 ½ tons.
 - Repaired section of parking lot that gas had leaked on for Deltona Water – 2 tons.
 - Eustace – repaired all sections of road that needed attention – 1 ton.
- **Message Boards:**
 - Saxon Blvd & Normandy Blvd N – installed for concert at amphitheater.
 - Providence Blvd & Eustace – installed for concert at amphitheater.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Providence Blvd – routine maintenance.
 - Howland Blvd – routine maintenance.
 - Elkcam Blvd – routine maintenance.
 - Normandy Blvd – routine maintenance; watered new sod.
 - Public Works Depot – cut grass and picked up trash.
- **Concrete:**
 - Sidewalk repairs – 2886 Elkcam – 3’x 5’ & 4’x 5’; Providence & Tivoli – 2’x 5’; 2294 Danforth – 8’x 4’; 1500 Catalina – 5’x 5’, 4’x 5’, 3’x 5’, 2’x 5’.
- **Clam Truck:**
 - Debris – 16
 - Trimming – 23
- **Misc:**
 - City wide – emptied all City owned trash containers.
 - Courtland Blvd near Save A Lot – removed rocks from sidewalk area.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 3 | Repairs – 6 |
| ● Equipment | PM – 2 | Repairs – 15 |
| ● Road Calls | 1 | |
| ● Parts Run/Vehicle Delivery | 1 | |
| ● CDL Testing | 0 | |

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 3216 Pigeon Cove – installed 130’ of 6” sock pipe; 2 yard drains; mudded in box; reshaped swales.
 - 3248 Roland – repaired pipe under sidewalk.
 - 2415 Haulover – prepped area for drainage work.

- 764 Gainsboro – dug out driveways; formed and poured back; poured collars around drainage boxes; reshaped swales and placed sod.
- **Drainage Are Maintenance (Aebi Mowing):**
 - 0.7 acres drainage areas maintained.
 - Ponds mowed – Arbour Trail; Loblolly.
- **System Cleaning (Vac Truck):**
 - 13 basins cleaned.
 - 785' of stormwater systems cleaned.
 - 18 yards of debris removed.
 - Storm systems jetted – 1442 Catalina; Newmark; 668 Anderson; 792 Ludlum; 1688 Topaz; 221 Patch Ct; 1750 Baldock; 2866 Bluestone; 1641 Gregory; 2917 Cottageville; 2700 St Augustine.
- **Right of Way Mowing Crew:**
 - 16 miles of right of way mowed.
 - Main Roads mowed – Normandy; Eustace; Elkcarn.
 - Sectors mowed – 1; 2; 3; 4; 23; 24; 25; 26.
 - Alleys mowed – 933; 1898; 1915.
- **Right of Way Litter Crew:**
 - 495 gallons of litter removed.
 - Main road trash pickup – Catalina; Haulover; Captain; Elkcarn; Normandy; Ft Smith; Cloverleaf; Deltona Blvd; Tivoli.
- **Misc:**
 - 1300 Lombardy Dr; 2893 Berkshire Woods – cleaned storm drain.
 - 1240 Indian Rock Ct – cleaned storm grate.
 - 2415 Haulover Blvd – filled in hole next to box across from address.
 - 2756 Haulover Blvd – filled in hole next to box.
 - Providence Blvd – picked up shopping cart and returned to store.
 - Malcolm – removed lids for inspection.
 - Alarka Ln/Florida – picked up trash in ROW.
 - City Wide – inspected all pump stations & outfall structures; tested pump station at Tivoli & Norwood; watered newly laid sod; inspected outfall for Windsor pump station and tested all portable pump.
 - City Wide – tested the generators at Tivoli; Drysdale 1 and 2; Lapanocia.
 - 2027 Van Orman Dr – picked up sod and delivered to Slater.
 - 201 Howland Blvd – took message boards to Haulover and set up.
 - 1465 Deltona Blvd – weed-whacked around a headwall.

UTILITIES thru 5/13/2012

Customer Service

May 2012	Total week ending 5/13/12
DW – Lockbox	2008
Ebox	1094
Call Center Calls	2556
Walk-ins/Drop Box	1014
On-line Payments	963

Customers Disconnected for Non-Pay

May 2012	Total week ending 5/13/12
Total on Disconnect List	136
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

May 2012	Total week ending 5/13/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	14
Locates Received	143
Locates Completed	163
Main Leaks	1
Service Leaks	3
Sewer Repairs	
Sewer Blockage	4
KV2 Valves	6
Service Replacements	3
Meter Change Outs	29
Service Orders	470
Disconnects	136
Drainfield Leaks	
Meter Retirements	30